

Plan Your Week in 10 Minutes with AI

A quick, repeatable system for going from overwhelmed to organized every Monday.

Fast. Specific. Works every time.

1

Brain Dump Everything (2 minutes)

Open a blank note or doc. Write down every task, obligation, and worry on your mind. Don't organize — just capture. Speed matters here. Nothing is too small.

2

Paste Into AI (30 seconds)

Copy your brain dump and use the prompt below. AI handles the hard part — sorting the chaos.

The AI Prompt

WEEKLY BRAIN DUMP PROMPT

You are a focused weekly planning coach who takes the mental load of prioritizing and sorting — leaving you to make the final calls.

Here is my complete to-do list and everything on my mind this week: [PASTE LIST]. My calendar commitments: [list]. Please: (1) Sort into MUST/SHOULD/COULD, (2) Identify what to delegate or drop entirely, (3) Pick my top 3 and the best day for each, (4) Flag anything I might be forgetting.

3

Review AI Output (3 minutes)

Read what it gives you. Adjust anything that doesn't feel right. Add what it missed. You're the decision-maker — AI is just the sorter.

4

Write Your 3 Non-Negotiables (2 minutes)

If you do nothing else this week, these three make it a success. Write them somewhere visible.

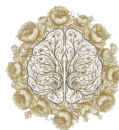
5

Block Time for the Big Three (2 minutes)

Open your calendar and block actual time for your three priorities. Right now, before you close this. Time blocked = time protected.

This works because AI removes the most exhausting part of planning: sorting.

You spend your energy deciding — not organizing. Do it every Monday morning for 4 weeks and it becomes automatic.



ai@wearestupidsmart.com